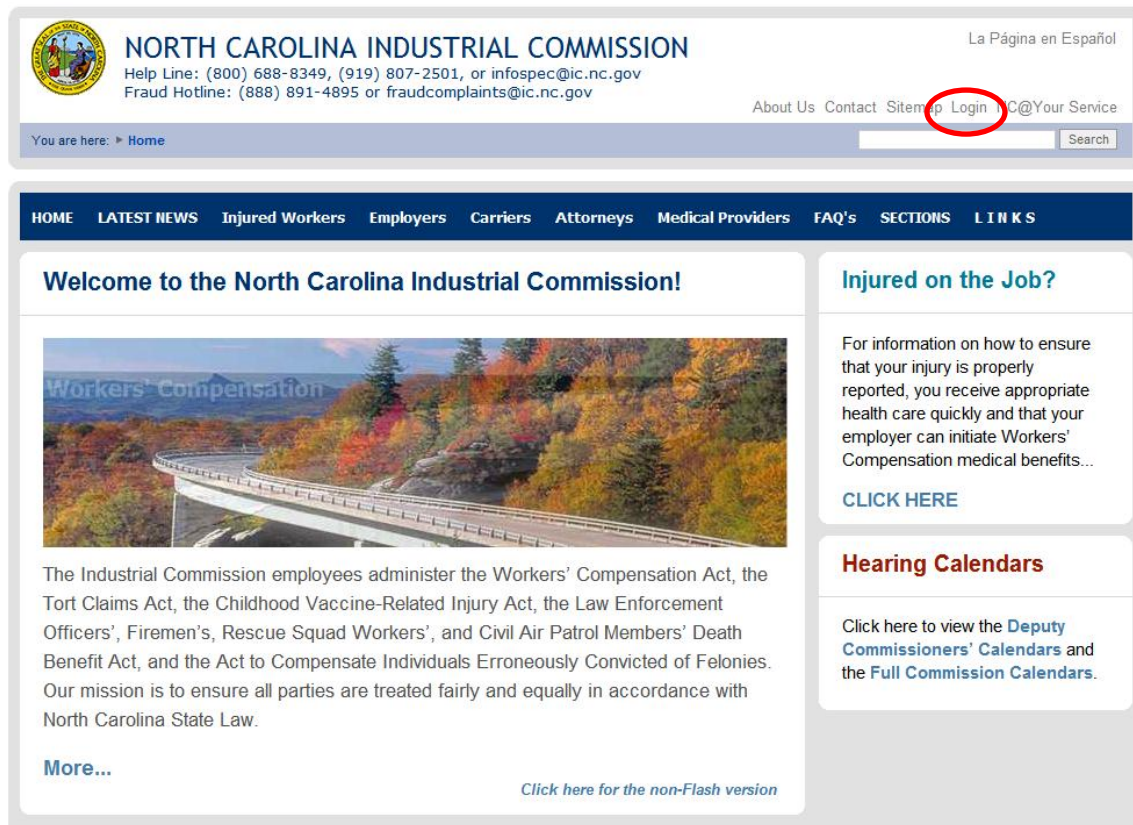


Pay Later

User Instructions

How to get started



The North Carolina Industrial Commission requires that the filing fees of some documents be paid prior to processing. This includes the Compromise Settlement Agreement (also known as the CSA or Clincher) and the Forms 21, 24, 26, and 26A. These documents may now be uploaded directly to the Industrial Commission and paid electronically.

The Industrial Commission accepts payments in the form of Electronic Checks, VISA, and MasterCard on a secure web site. The Industrial Commission Home Page is www.ic.nc.gov. This is your starting point. You may have referenced this web site in the past to obtain Workers' Compensation forms or to find the latest news related to the Industrial Commission.

In the upper right of this page is a link labeled Login. Clicking this link will present the Industrial Commission's secure login site.

 **NORTH CAROLINA INDUSTRIAL COMMISSION**
Workers' Compensation HELP: (800) 688-8349 or (919) 807-2501

La Página en Español

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You are here: ▶ Home ▶ Secure Login Page

HOME

NCID Login for The NC Industrial Commission Secure Web Site 



NCID:

Password:

LOGIN

[Forgot Your Password?](#) [Don't Have an NCID? Click Here](#)

Request Authorization to Access NCIC Applications

NOTE: YOU MUST HAVE A VALID NCID ACCOUNT TO LOG INTO THIS SITE


This web site has been tested and optimized for viewing with Internet Explorer 7 or 8 and Firefox 3 or later. Viewing with other browsers is not supported.

This is the Login Page. This is a secure web site which requires you to enter your NCID and your password to gain access to software that enables you to conduct business with the Industrial Commission.

Your password is case sensitive, so type it carefully. When you have entered your NCID and Password, click on the LOGIN button to begin your upload process.

Complete the NCIC Upload Forms and Document Page

The NCIC Upload Forms and Documents page appears. Enter an IC File Number, and then press the 'Tab' key on your keyboard.

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La Página en Español

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You are here: ▶ NCIC Home ▶ Upload Documents

Upload Documents

NCIC Upload Forms and Documents Release 2.1.1.1

User: test6

* IC File Number

*Select a Document Type:

☐ This document has attachments

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Use the drop down menu to select the desired Document Type.

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Upload Documents

NCIC Upload Forms and Documents

User: test6

* IC File Number **Z55555** **JONES MARY FRANCES V. EMPLOYER BBBB**

*Select a Document Type:
Form 21 (\$ 250.00)

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Next, click the 'Browse' button. On your machine, locate the file to be uploaded...then click open. The file is now ready to be uploaded ... click the 'Upload' button.

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You are here: ▶ [NCIC Home](#) ▶ [Upload Documents](#)

Upload Documents

NCIC Upload Forms and Documents

User: test6

* IC File Number **Z55555** **JONES MARY FRANCES V. EMPLOYER BBBB**

*Select a Document Type:
Form 21 (\$ 250.00) **FP\Form 21 Sample.pdf**

☐ This document has attachments

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Review the Uploaded Attachments page

The 'NCIC Uploaded Attachments' screen appears. Double check to ensure the correct Document Type (and fee) has been selected along with the correct file to be uploaded ... then click 'Accept'.

Upload Documents

NCIC Uploaded Attachments

User: test6

* IC File Number JONES MARY FRANCES V. EMPLOYER BBBB

Attachments To: Form 21 Fee for this document: \$250.00

Delete ?	Attached Document Type	File Name
----------	------------------------	-----------

After clicking 'Accept' a message box appears with the following text which serves as a reminder to the submitter "It is your responsibility to serve these documents on all necessary parties". Click 'OK' to the message.

Upload Documents

NCIC Uploaded Attachments

User: test6

* IC File Number JONES MARY FRANCES V. EMPLOYER BBBB

Attachments To: Form 21 Fee for this document: \$250.00

Delete ?	Attached Document Type	File Name
----------	------------------------	-----------

Message

It is your responsibility to serve these documents on all necessary parties.

Review the Document Summary page

On the Document Summary Page, you can see all of the documents you have uploaded. Each document is identified by the IC File Number and the Document Type.

The screenshot shows the 'Upload Documents' interface for 'User: test6'. The main heading is 'NCIC Document Summary'. Below it is a table with the following data:

Delete ?	IC File Number	Document Type	Fees	Total Attachments	View
<input type="checkbox"/>	Z55555	Form 21	\$250.00	0	

Below the table are two buttons: 'Upload Next Document' and 'Delete Documents'. At the bottom, there is a 'Grand Total Due: \$250.00' label, followed by 'Pay Later', 'Pay Now', and 'Exit' buttons.

Upload additional documents during same session

During a session, additional documents can be uploaded under the same IC File Number or under a different IC File Number. To upload additional documents Click 'Upload Next Document'.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Upload Next Document' button, indicating the action to take for uploading additional documents.

The NCIC Upload Forms and Documents page appears. Enter an IC File Number, and then press the 'Tab' key on your keyboard. In this example, a Compromise Settlement Agreement will be uploaded. Select 'Compromise Settlement Agreement' from the Document Type drop down menu. Then, using 'Browse', locate the correct file on your machine and click 'Open' (Compromise Settlement Agreements or Clinchers must be in the PDF format). Now click 'Upload'.

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You are here: ► NCIC Home ► Upload Documents

Upload Documents

NCIC Upload Forms and Documents

User: test6

* IC File Number SMITH JOHN ALLEN V. EMPLOYER AAAA

*Select a Document Type:
Compromise Settlement Agreement / Clincher (\$ 375.00) P\Clincher (sample).pdf
☐ This document has attachments

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A reminder message appears which reads "You must attach a Proposed Order for a Clincher". Proposed Orders must be added to the upload as attachments. Proposed Orders are in the MS Word format. Click 'OK' to this message.

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Upload Documents

NCIC Upload Forms and Documents

User: test6

* IC File Number SMITH JOHN ALLEN V. EMPLOYER AAAA

*Select a Document Type:
Compromise Settlement Agreement / Clincher (\$ 375.00) P\Clincher (sample).pdf
☐ This document has attachments

Message from webpage

You must attach a Proposed Order for a Clincher

After clicking 'OK', the NCIC Upload Forms and Documents page reappears. Place a ☒ in the checkbox adjacent to the bold print line that says '**This document has attachments**'.

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Upload Documents

NCIC Upload Forms and Documents

User: test6

Release 2.1.1:1

* IC File Number **200000** SMITH JOHN ALLEN V. EMPLOYER AAAA

*Select a Document Type:
Compromise Settlement Agreement / Clincher (\$ 375.00) C:\Users\gmiller3\Docu\ Browse...

☒ **This document has attachments**

*Select Attachments:

Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...

From the 'Select Attachments' drop down menu select 'Proposed Order'.

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Upload Documents

NCIC Upload Forms and Documents

User: test6

Release 2.1.1:1

* IC File Number **200000** SMITH JOHN ALLEN V. EMPLOYER AAAA

*Select a Document Type:
Compromise Settlement Agreement / Clincher (\$ 375.00) P:\Clincher (sample).pdf Browse...

☒ **This document has attachments**

*Select Attachments:

Select an Attachment	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...
Cover Letter	Browse...
Exhibits	Browse...
Fee Petition from an Attorney	Browse...
Medical Expense List	Browse...
Medical Records	Browse...
Proposed Order	Browse...
Signed Clincher	Browse...
Other	Browse...
Select an Attachment	Browse...
Select an Attachment	Browse...

Next, click the 'Browse' button. Locate the desired file on your machine...select it and click 'Open'. Then click 'Upload'.

Upload Documents

NCIC Upload Forms and Documents

User: test6

Release 2.1.1:1

* IC File Number **Z000000** SMITH JOHN ALLEN V. EMPLOYER AAAA

*Select a Document Type:
Compromise Settlement Agreement / Clincher (\$ 375.00) C:\Users\gmiller3\Docu Browse...
☒ This document has attachments

*Select Attachments:

Select an Attachment	File Name	Action
Proposed Order	P\Proposed Order.docx	Browse... delete
Select an Attachment		Browse...
Select an Attachment		Browse...
Select an Attachment		Browse...
Select an Attachment		Browse...
Select an Attachment		Browse...
Select an Attachment		Browse...
Select an Attachment		Browse...

Upload Exit

Review the Document Type Chosen and the Attachments selected for Upload

Verify that the payment amount is correct and that the files to be uploaded are correct. Click 'Accept'.

Upload Documents

NCIC Uploaded Attachments

User: test6

Release 2.1.1:1

* IC File Number **Z000000** SMITH JOHN ALLEN V. EMPLOYER AAAA

Attachments To: Compromise Settlement Agreement / Clincher Clincher (sample).pdf Fee for this document: \$375.00

Delete ?	Attached Document Type	File Name
<input type="checkbox"/>	Proposed Order	Proposed Order (sample).docx

Add More Attachments Delete Attachments

Accept Cancel Exit

After clicking 'Accept' a message box appears with the following text which serves as a reminder to the submitter "It is your responsibility to serve these documents on all necessary parties". Click 'OK' to the message.

The screenshot shows the 'Upload Documents' window. At the top, it says 'NCIC Uploaded Attachments'. Below this, there's a section for 'User: test6'. It includes an 'IC File Number' field with 'Z00000' and a text field with 'SMITH JOHN ALLEN V. EMPLOYER AAAA'. Below that, it says 'Attachments To: Compromise Settlement Agreement / Clincher' and 'Clincher (sample).pdf'. To the right, it says 'Fee for this document: \$375.00'. There's a table with two columns: 'Delete ?' and 'Attached Document Type'. The table has one row with a checkbox, 'Proposed Order', and 'Proposed Order (sample).docx'. A message box is overlaid on the table, saying 'Message' and 'It is your responsibility to serve these documents on all necessary parties.' with an 'Ok' button. At the bottom, there are buttons for 'Add More Attachments', 'Delete Attachments', 'Accept', 'Cancel', and 'Exit'.

Upload Documents

NCIC Uploaded Attachments

User: test6

* IC File Number SMITH JOHN ALLEN V. EMPLOYER AAAA

Attachments To: Compromise Settlement Agreement / Clincher Fee for this document: \$375.00

Delete ?	Attached Document Type	File Name
<input type="checkbox"/>	Proposed Order	Proposed Order (sample).docx

Message

It is your responsibility to serve these documents on all necessary parties.

Ok

Add More Attachments Delete Attachments

Accept Cancel Exit

Select the 'Pay Later' option

Click the 'Pay Later' button

The screenshot shows the 'Upload Documents' window. At the top, it says 'NCIC Document Summary'. Below this, there's a section for 'User: test6'. It includes a table with columns: 'Delete ?', 'IC File Number', 'Document Type', 'Fees', 'Total Attachments', and 'View'. The table has two rows: one for 'Form 21' with fees of \$250.00 and 0 total attachments, and one for 'Compromise Settlement Agreement V Clincher' with fees of \$375.00 and 1 total attachment. A 'Show Attachments' button is next to the second row. Below the table, there are buttons for 'Upload Next Document' and 'Delete Documents'. At the bottom, it says 'Grand Total Due: \$625.00' with a red arrow pointing to the 'Pay Later' button. There are also 'Pay Now' and 'Exit' buttons.

Upload Documents

NCIC Document Summary

User: test6

Delete ?	IC File Number	Document Type	Fees	Total Attachments	View
<input type="checkbox"/>	Z55555	Form 21	\$250.00	0	
<input type="checkbox"/>	Z00000	Compromise Settlement Agreement V Clincher	\$375.00	1	Show Attachments

Upload Next Document Delete Documents

Grand Total Due: Pay Later Pay Now Exit

A message appears with the following text “Are you sure you want to proceed with the Pay Later option?” Note: If you choose ‘Pay Later’, you must pay electronically via electronic check or credit card. You cannot pay an E-invoice with a paper check.

Click ‘OK’ to this message.

The screenshot shows the 'Upload Documents' window with the 'NCIC Document Summary' table. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to proceed with Pay Later option?'. The dialog has 'OK' and 'Cancel' buttons.

Delete ?	IC File Number	Document Type	Fees	Total Attachments	View
<input type="checkbox"/>	Z55555	Form 21	\$250.00	0	
<input type="checkbox"/>	Z00000	Compromise Settlement Agreement V Clincher	\$375.00	1	Show Attachments

Grand Total Due: \$625.00

Buttons: Upload Next Document, Delete Documents, Pay Later, Pay Now, Exit

After clicking ‘OK’, an NCIC Invoice is generated with an NCIC Invoice number. Invoices are automatically emailed to the submitter. From this point the user can Exit or choose to upload additional documents. Additionally, the NCIC invoices can be printed.

The screenshot shows the 'Upload Documents' window with the 'NCIC Invoice' details. The invoice is from the North Carolina Department of Commerce, Industrial Commission, Accounts Receivable Section. The billed-to party is Niha Test, Niha Firm. The amount due is \$625.00, and the due date is 01/30/2013. The single invoice number is S-245. A table lists the invoice items with their respective fees and transaction numbers.

North Carolina Department of Commerce
Industrial Commission
Accounts Receivable Section
4340 Mail Service Center
Raleigh, North Carolina 27699-4340

Billed To:
Niha Test
Niha Firm

Amount Due \$625.00
Date Submitted 01/16/2013
Due Date 01/30/2013
Single Invoice # S-245

Invoice	IC File #	Case	Form	Fee	Transaction #
E-170304	Z55555	JONES MARY FRANCES V. EMPLOYER BBBB	Form 21	\$250.00	2267
E-170305	Z00000	SMITH JOHN ALLEN V. EMPLOYER AAAA	Compromise Settlement Agreement / Clincher	\$375.00	2268

To pay this invoice, visit the North Carolina Industrial Commission web site (www.ic.nc.gov) and click on Pay Invoice in the LINKS menu. Enter the Single Invoice No in the Invoice field and any of the listed IC Numbers in the IC File # field to pay the entire invoice. Enter the e-Invoice number in the Invoice field to pay only that part of this invoice. This invoice must be paid within 10 days.

Buttons: Exit, Print, Upload More Documents